

Charter Review Task Force
PROCESS
(AS REVISED AT SEPTEMBER 14, 2009 Meeting)

1. Agendas and Packets

- a. Staff will work with the Chair on preparing the agenda for each meeting, and will assemble and distribute all packet materials, and ensure that items are posted to the web site.
- b. Task Force members wanting items to be placed on the agenda, or material distributed to the rest of the members should provide them to the Chair, and copy staff, by the Thursday preceding the meeting.
- c. The agenda and packet for each meeting will be posted and sent to Task Force members electronically by the end of business on the Friday preceding the meeting.

2. Meeting Locations

- a. ~~The initial meeting of the Task Force MEETINGS~~ will be held in the City Hall Kiva Forum and televised live on CityCable Channel 11 AND VIA STREAMING VIDEO ON THE WEB.
- b. ~~Meetings will be held at the Pinnacle Training Room located in the Human Resources Building at 7575 E Main St.~~ If alternate meeting arrangements and locations are needed, they will be posted on the Web site at least 24 hours in advance of the meeting.
- c. ~~When the Task Force is ready to discuss and vote on final recommendations and report to the City Council, the meeting will be scheduled for the City Hall Kiva Forum and broadcast live on CityCable Channel 11.~~

3. Process

- a. The Task Force will review the Scottsdale City Charter on an article by article basis.
- b. Each member is encouraged to consider options for amending the Charter relating to the subject being discussed prior to the meeting, and work with staff for assistance with the language or research regarding options.
- c. Each member is encouraged to submit all potential options and language amendments to staff prior to the meeting. They will be distributed to the task force and posted on the Web site. In order to avoid Open Meeting Law violations, members should not send potential options and language amendments to other members.
- d. Following Task Force review and proposal of items for consideration, staff will coordinate with the Chair to prepare a master document with all items to aid in the discussion regarding recommendations to the City Council.

4. Public Comment

- a. Staff will publicize via news releases, email newsletters, and the Web site that the Task Force is seeking public comment regarding amendments to the City Charter.
- b. The Task Force Web page will have a form that can be used to submit public comments to the Task Force.
- c. There will be a Public Comment time at each Task Force meeting for the public to submit comment cards and speak to the Task Force. Speakers are asked to limit comments to three minutes, or five minutes for those who represent a group.